Instructions for Hostel Allotment and Mess Registration for B.Tech/DD students

1) **General Information**
   a) **For the new B.Tech/DD hostel admissions, the Hostel offices will function from 9.00 AM to 6.00 PM on October 25-29, 2022.** In general, the Hostel offices function between 10.00 AM and 6.00 PM from Monday to Friday and on Saturdays between 10.30 AM and 1.00 PM.
   b) The hostel accommodation for the new B.Tech/DD students is arranged in the following hostels:

Male:	**Mandakini-B** Hostel (5th floor to 9th floor)
	Link to Location map: https://goo.gl/maps/vXgaoFjpkDirppvB9
Female:	**Swarnamukhi** Hostel
	Link to Location map: https://goo.gl/maps/TP155sbAk6znHtkG9

   c) **ONLY** shared accommodation will be provided.
   d) Basic amenities such as cot(s), chair(s) & table(s) are provided in the hostel rooms. Other requirements like bucket, mug, mattress, pillows, bedsheets, pillow covers, lock for room, etc. have to be arranged by the students themselves.
   e) **PLEASE NOTE THAT PARENTS/GUESTS AND OTHERS ACCOMPANYING THE STUDENT HAVE TO MAKE THEIR OWN ARRANGEMENTS FOR STAY**. ONLY THE STUDENT CAN STAY IN THE HOSTEL ROOM.

2) **For Hostel Room Allotment**
   a) **Please fill in the online biodata form** before your arrival and also bring the duly signed hard copy of the biodata form along with the declaration forms. For the hard copy of the biodata, kindly paste a recent color passport-size photograph.
   Please contact Mr. Krishna S. (Mobile No. 9600190662) for any clarifications and support for filling the online biodata form.
   b) **Report to the respective Hostel Offices of Mandakini/ Swarnamukhi Hostel** and submit a **copy** of the following to the hostel Manager for room allotment:
      i)   Offer letter.
      ii) Proof of payment of hostel fees (for information related to the hostel fee details and payment procedure, please visit https://ccw.iitm.ac.in/).
      iii) Duly signed Bio-data form.
      iv) Self-declaration/Undertaking related to Covid-19 (Click here).
      v)   Covid-19 vaccination certificate.
      vi) Self-declaration addendum (Click here)
      vii) Solemn Affirmation of conformance to rules and regulations (Click here)
   c) Students can proceed to their allotted rooms and keep their luggage.
   d) Biometry registration will be done during the Hostel room allocation
   e) Parents can purchase the mess coupons during the Hostel & Mess registration, if required.

3) **For Mess Registration**
    a) Mess registration will be done during the Hostel room allocation.
    b) Please note that the mess charges are applicable from the date of registration. This amount will be deducted from the respective students' iKollege account.

4) **Important contacts:**

Operation/ Section	Name of the Staff	Phone No.	Mobile No.	Email ID
Mandakini-B hostel (Boys)	**Mr. Sharon Mr. Sathish Babhu K M**	**22578731**	**7708886572 9940411328**	**mandakinihostelb@smail.iitm.ac.in**
Swarnamukhi hostel (Girls)	**Ms. Sindhuja**	**22578710**	**9498002995**	**swarnamukhihostel@smail.iitm.ac.in**
Hostel Accommodation	Mr. Karunanidhi Mr. Johnkennedy S	22578500 22578513	9962769709 8015765192	temp.accd@smail.iitm.ac.in ccw.operation@smail.iitm.ac.in
Payment Details	Mr. Arulkumar Ms. Vimala Gandhi	22578510 22578510	9597009206 8428181791	messledger@smail.iitm.ac.in
Mess Registration	Mr. Srini Vasulu P	22578511	9566229672	ccw.mess@smail.iitm.ac.in
Biometry Registration	Mr. Krishna S	22578509	9600190662	krishna@triesten.com

Please check your Institute emails (RollNo@smail.iitm.ac.in) regularly and visit the CCW website (https://ccw.iitm.ac.in) from time to time.